



## Welcome Aboard

The Basic School  
24164 Belleau Avenue  
Quantico, Virginia  
22134

## Table of Contents

<u>Title</u>	<u>Page</u>
<a href="#"><u>Marine Corps Base Quantico General Information</u></a>	3
<a href="#"><u>Warrant Officer Basic Course</u></a>	4
<a href="#"><u>Planning Your Move</u></a>	13
<a href="#"><u>Area Maps</u></a>	14-15

## **Marine Corps Base Quantico**

Just 30 miles south of Washington D.C. in Prince William County Virginia, lies the town of Quantico. Bordered on three sides by the Marine base and on the fourth by the Potomac River, the town features shops and restaurants within easy walking distance from base. While average temperatures are mild, winter lows can drop down to the 20's and highs can reach 90° F in the summer.

Quantico, known as "the Crossroads of the Marine Corps," is the beating heart of the Marines, and is proud of its military culture and history. Several significant sites include the Air-Ground Museum on base, the National Museum of the Marine Corps, and the Quantico National Cemetery.

Prince William and Stafford County area offers a myriad of year-round attractions and activities for military families, including several water parks, 18-hole golf courses, and numerous opportunities to enjoy the great outdoors. Popular destinations include Leesylvania State Park, Prince William Forest Park, and the Occoquan Bay National Wildlife Refuge. Easy access to camping, hunting, biking, and boating and the endless attractions of the nation's capital make Quantico an exciting place to live.

For information about local services and other amenities in the area, follow the community links below:

<http://www.gostaffordva.com/>

<http://www.visitpwc.com/fv/>

<http://www.visitfred.com/visitors/contact/>

<http://dc.gov/page/visitors-resource-center>

Marine Corps Base Quantico Website: <http://www.quantico.usmc.mil>

## **INDIA CO WARRANT OFFICER (WOBC 1-16) INFORMATION**

[www.tecom.usmc.mil/tbs](http://www.tecom.usmc.mil/tbs)

Congratulations on your selection as a Warrant Officer of Marines. You are about to embark upon a truly remarkable journey as an officer of Marines. That journey begins with your successful completion of the Warrant Officer Basic Course (WOBC) at The Basic School (TBS) in Quantico, Virginia. The mission of the Warrant Officer Basic Course is to "train and educate newly commissioned and appointed officers in the high standards of professional knowledge and leadership required to transition from enlisted Marine to officer. Particular emphasis will be placed on the duties, responsibilities and warfighting skills required of a provisional rifle platoon commander serving in a support role."

### **Key Dates:**

Report Date: NET 22 Jan 0800, NLT 24 Jan 16 1600

WO Appointment Ceremony: 1000, 1 Feb 16

Training Day One: 25 Jan 16

Graduation: 18 May 16

### **The Warrant Officer Basic Course:**

The WOBC is an eighteen-week course that focuses on the transition from enlisted Marine to Marine officer. TBS and the WOBC focus on five horizontal themes that define expectations of all Marine Officers: (1) a man/woman of exemplary character, (2) devoted to leading Marines 24/7, (3) able to decide, communicate, and act in the fog of war, (4) a Warfighter who embraces the Corps' warrior ethos, and (5) mentally strong and physically tough. The universal concept that Marine Officers must be able to assess situations, weigh the pros and cons of various decisions, make a decision, develop a plan, communicate that plan effectively, and supervise its execution is stressed and exercised throughout the course. The course will teach the science and art required for service of Marine Officers with an emphasis on decision making throughout. Provisional infantry and planning subjects are together used as the means or vehicle to teach and evaluate this process. Since all students are evaluated on leadership as Marine Officers; physical, mental, and emotional stress are incorporated throughout the course in order to evaluate the ability to lead in chaotic and stressful environments. Some individuals will be pushed close to their failing point, but the WOBC is designed to give students an opportunity to display positive leadership qualities in the face of adversity.

The WOBC is not a "check in the box." It is a course designed to provide students with the learning experiences necessary to effectively transition to service as a Marine Officer. Students who do not successfully complete the course face a variety of administrative actions, including repetition of the course, recycle to a six month lieutenant Basic Officer Course, revocation of appointment, or separation from the service.

The WOBC curriculum is an academically rigorous, provisional infantry and staff planning based program of instruction (POI) which consists of approximately 935 hours of formal instruction. The POI includes classroom instruction, field exercises, sand table exercises, and discussion groups. Classroom instruction is designed around the flipped classroom model. Students are expected to read the student handouts prior to class. While some dedicated student preparation and study time is allotted regularly during the schedule throughout the course, each student is responsible for engaging in a well-planned deliberate study effort well in advance of the upcoming lessons. This permits multiple periods of study and review rather than last minute cramming. Lectures begin with quizzes over simple baseline material covered in the student handouts to hold students accountable for the expected level of preparation before the lesson. Lectures generally utilize an active learning approach to move beyond hearing about concepts to applying concepts to solve problem during lessons. Students are expected to be thoroughly prepared for all portions of the instruction.

A student's ability to communicate is heavily emphasized throughout the POI, so new appointees are highly encouraged to review the following courses on MarineNet:

- Business Writing: Editing and Proofreading - COMM1903
- Business Grammar: Sentence Construction - COMM2005
- Business Grammar: Mechanics of Writing - COMM2003
- Business Grammar: Punctuation - COMM2004

Combat orders and reports are heavily emphasized throughout the POI, so students are highly encouraged to refresh their knowledge of combat orders and seek instruction through MarineNet or any other available resource. MarineNet offers a course on Combat Reports, identifier M00CR\_0799.

As mentioned above, WOBC is provisional infantry-based. It is recommended that appointees also review the following MarineNet courses on squad tactics prior to reporting to TBS:

- MCIZ0370C2 The Marine Rifleman: Combat Skills
- MCIZ0382ZZ Infantry Squad Leader: Weapons and Fire Support

Successful completion of the WOBC will depend on a student's performance in three evaluated areas: academics, military skills, and leadership.

In addition, a student's appearance in and out of uniform must set the example and is a mark of professionalism. Arrive at TBS with appropriate civilian attire. The TBS guidance on appropriate civilian attire can be found on the TBS website.

## **Warrant Officers and Title 10**

Warrant Officer (WO) is an appointed rank, vice a commissioned one. Chief Warrant Officers (Marine Gunners and Recruiting Officers) are commissioned. All Chief Warrant Officers and Warrant Officers must successfully complete the WOBC in order to retain their appointment. Title 10 U.S.C. Section 1165 states:

*THE SECRETARY OF THE NAVY HAS THE AUTHORITY TO TERMINATE THE REGULAR APPOINTMENT OF ANY PERMANENT REGULAR WO AT ANY TIME WITHIN THREE YEARS AFTER THE DATE WHEN THE OFFICER ACCEPTED HIS ORIGINAL PERMANENT APPOINTMENT. A MARINE WHOSE APPOINTMENT IS TERMINATED MAY, UPON HIS REQUEST AND AT THE DISCRETION OF THE SECRETARY OF THE NAVY, BE ENLISTED IN A GRADE NOT LOWER THAN THAT HELD IMMEDIATELY PRIOR TO APPOINTMENT.*

**THEREFORE, THE FIRST THREE YEARS AS A WO IS A PROBATIONARY PERIOD AND THE APPOINTMENT TO WO WILL BE TERMINATED IF A MARINE DOES NOT COMPLETE THE WOBC.**

### **WOBC Common Pitfalls**

Students who struggle at WOBC tend to do so for the following reasons:

1. Inadequate physical preparation. Performance on the PFT and CFT are not sufficient indicators of readiness for the course. Students should prepare for dismounted movement under load at a 3-mile per hour pace up to 10 miles, rope climbs, and navigating natural/manmade obstacles. Students can anticipate multiple individual land navigation events and unit field exercises on uneven terrain in daylight and darkness within areas up to 20 square kilometers.
2. Inadequate preparation for lessons. Students who struggle in the academic portion of the course typically do not read the student materials before the lesson, setting them behind during the lesson and beyond. These students attempt to cram at the last minute or try to follow along in the student handouts during lessons rather than reflect on (and build from) background knowledge gained in prior self-study. The course builds upon itself, with subject matter shifting from the classroom to field or briefing settings where successful communication and application rely on confidence and mastery of previous material. Staying ahead of upcoming lessons is a constant challenge that requires effective time management and consistent study skills.
3. Personal affairs. The WOBC is a demanding course which will take the full measure of student's time and effort through graduation. Prior to coming to the course, students should set personal affairs in order to the maximum extent reasonable. This will free students to focus on best efforts in the course.

4. Transition from NCO/SNCO to Officer. Transition is about understanding and internalizing the differences in leadership approach between NCOs/SNCOs and officers. Taking some baggage along, but leaving some baggage behind. Throughout the course, all instruction and evaluation serve as a means to develop this understanding and detect sufficient progress towards the end state of the course, which is to be:

A man or woman of exemplary character
Devoted to leading Marines 24/7
Able to decide, communicate, and act in the fog of war
A warfighter grounded in the Marine Corps' warrior ethos
Physically tough and mentally strong

### **Check-In Procedures**

Check-in procedures can be found on the TBS website. Check the website often, as information is periodically updated. Since new uniforms will have to be purchased (unless enlisted uniforms are in an appropriate condition for conversion), students shall check-in in the civilian equivalent to the Service "A" uniform (coat and tie for men, suit/skirt for females). All WOBC 1-16 students must check-in no earlier than 0800 23 January and no later than 1600 on 24 January. It is highly recommended that you check in by 1200. In-processing will include briefs by the company staff and supporting agencies, medical/dental screening, urinalysis, issue of supply gear, an initial PFT, height/weight screening, SRB conversion to OQR, ID card conversion, and vehicle registration. TBS Student Admin will complete the DD214 as appropriate. NAVMC 763 (Appointment Acceptance and Record) forms will be issued at The Basic School upon appointment.

### **Appointment Ceremony**

The first week of February, at the conclusion of in-processing, on 1 Feb 16, students who have met the requirements to begin training will be appointed warrant officers at a ceremony held at the National Museum of the Marine Corps.

Prior to the official appointment ceremony, students will be provided the opportunity to be pinned individually at their discretion; students are welcome and encouraged to invite a guest to conduct the pinning ceremony. Under Title 5, U.S. Code 2903, a commissioned officer must administer the oath. This day will be one of the most professionally and personally important days for all of the students. Family and friends are invited to share this day with the newly appointed officers. The staff at TBS is aware of the significance of this event and will make every attempt to accommodate all invitees and desires for his/her individual appointment ceremony. To aid in ensuring this event is enjoyed by all, students are required to inform the Protocol Office, through their staff chain of command, at TBS of their list of invitees for both the official ceremony

and the following individual pinning ceremony no later than 22 January 2016.

The official appointment ceremony will be conducted at 1000. The point of contact for the matters pertaining to the ceremony is the WOBC Executive Officer. Email is the recommended form of contact.

### **Physical Conditioning:**

As mentioned above, the WOBC includes an extensive amount of time in the training areas that surround TBS and Camp Barrett. For this and other reasons, students must report in top physical condition. Students who report in less than top physical condition and/or are unable to run a first class PFT typically struggle with the strenuous physical nature of the course. Further, physical conditioning is an important aspect of officer leadership. The pace of the WOBC curriculum is intense, and students will not have time to "get in shape" upon arrival. The physical conditioning program will even challenge officers who already possess a high degree of physical fitness. Multiple PT sessions throughout the POI are referred to as "combat conditioning practical application". The physical training program is not designed to ensure Marines are fit enough to pass the PFT but is oriented toward ensuring Marines are combat-conditioned and physically prepared for the rigors of combat operations. The physical training program is not progressive in nature as many of the most physically challenging events will occur early in the POI. A student's physical condition is evaluated multiple times throughout the POI, to include two PFTs, two CFTs, multiple runs of the standard USMC Obstacle Course, the Endurance Course, and numerous conditioning hikes that will coincide with major field events. It is highly recommended that students practice and can successfully negotiate all obstacles on the Standard USMC obstacle course prior to arriving at TBS. The obstacle course will be a timed event. Standards of military appearance, including body fat composition and height/weight standards, will be enforced at all times.

### **Physical Fitness Test:**

Students will take two PFTs during the WOBC. One PFT will be taken during the in-processing week (Zero Week) at TBS. The final PFT will be a graded event that counts toward the student's overall Military Skills grade. A first class score on the final PFT is a graduation requirement.

### **Endurance Course:**

This is one of the most physically and mentally demanding courses in the Marine Corps and is actually three separate courses in one. Students will run the endurance course in the full utility uniform with over 40 pounds of combat equipment, including a service rifle. Thus, students should bring well broken-in boots. The endurance course begins with a successful single running of the standard USMC obstacle course. After donning a load-bearing vest, service rifle, helmet, and pack, students run



nearly five miles of rugged terrain that is littered with natural and man-made obstacles. On average, the course takes over seventy minutes to complete.

Male time to max event: 60 min

Male minimum time to pass event: 80 min

Female time to max event: 70 min

Female minimum time to pass event: 90 min

### **Swim Requirements:**

MCO 1500.52D requires all officers to be re-qualified every two years as Water Survival, Basic (WS-B). All incoming students should make every effort to complete this requirement prior to reporting to TBS and have it entered in their Basic Training Record (BTR) via the Marine Corps Total Force System (MCTFS). This requirement has been a major obstacle for WOBC students in past years, with some warrant officers qualifying in the final days prior to graduation. Officers reporting at WS-B or higher will not be required to re-qualify or upgrade during the WOBC, provided the qualification is appropriately documented. Swim qualification training for those who need it is mandatory and is scheduled after working hours and on weekends.

### **Land Navigation:**

The land navigation program is one of the most challenging in the U. S. Armed Forces. Instruction includes mapping skills, terrain analysis, and numerous day and night practical application exercises. The land navigation exercises and the final examination are physically demanding and cover great distances across rugged terrain. Land navigation exercises and evaluations will be conducted as an individual effort. A student must pass a full day land navigation final exam and a challenging night land navigation final exam in order to graduate. NO GPS ARE ALLOWED IN THE TRAINING AREA.

### **Field Training:**

Field exercises at the WOBC consist of instruction in squad and platoon offensive and defensive tactics, patrolling, military operations in urban environments, and basic weaponry.

### **Military Autobiography:**

Each student will write and submit his/her military autobiography detailing family and educational backgrounds, reason(s) for becoming an officer, and complete military background. Military background shall include important dates, accomplishments, duty stations, assignments, and future aspirations. Students will be contacted prior to arrival from the WOBC XO with the format for the autobiography will be expected to have it prepared prior to check-in.

## **Advanced Readings:**

In addition to the MarineNet classes and MCIs mentioned earlier as highly encouraged, students shall read MCDP 1 (Warfighting), MCDP 1-3 (Tactics), MCDP 3 (Expeditionary Operations), MCDP-5 (Planning), MCDP-6 (Command and Control), and MCDP 1-2 (Campaigning) before arriving. Students are also well served to thoroughly review MCWP 6-11 (Leading Marines, formerly FMFM 1-0) and complete the Warfighting MCI prior to commencing WOBC. As mentioned previously, this course includes emphasis on maneuver warfare, basic tactics, and staff planning. These publications should be available through the student's parent command. Additionally, students must read "Black Hearts: One Platoon's Descent Into Madness in Iraq's Triangle of Death" by Jim Frederick and be prepared to complete a written assignment on it shortly after arriving at WOBC.

Finally, students are expected to arrive at TBS with a current rifle, pistol, swim, and MCMAP qualification. If a student is a black belt they are expected to pass all physical fitness events, or they could be stripped of their belt.

## **Accommodations:**

While attending the WOBC, single students will be required to maintain a room in the BOQ at TBS. The rooms are not large and contain a bathroom, racks, dressers, desks, and a small refrigerator. It is recommended that students are conservative with the personal belongings they bring with them. Students may bring a laptop computer, a small TV, iron, and ironing board. In the BOQ, many living expenses are optional for students. Phones, cable television, and internet service are available and must be ordered and paid for by the individual rooms. Warrant officers who reside in Quantico and the local area of northern Virginia are authorized to maintain their residences until the completion of WOBC and the receipt of orders. Do not bring your family if you are on TAD orders. You will not receive a BAH waiver to Quantico unless this is your follow on duty station.

## **Expenses:**

In addition to the room amenity items discussed above and the expense of officer uniforms, expect to contribute about \$50 per month for the student-operating fund. This fund pays for the company mess night, cruise books, photos, mixers, and other functions the company will hold. Be prepared to pay for all housekeeping items (mops, brooms, toilet paper, etc.). Room cleanliness is the individual student's responsibility. Field rations and MREs will be provided during field exercises. Pay will be checked accordingly. Be sure to bring personal checks to TBS as cash and credit cards will not be accepted by certain agencies.

The Navy Mutual Aid Association and the Marine Corps Federal Credit Union offer low interest "career starter" loans to students upon arrival, (\$5,000 at approx. 2%). Also, the Marine Corps Exchange and the Marine

Shop each have a uniform payment plan for students. MCX, for example, will provide an interest-free loan on uniforms for up to 18 months.

**Recommended/Required Items:**

<b><u>Recommended</u></b>	<b><u>Required</u></b>
Laundry bags	Map protractor
Towels	Military style red lens flashlight
3x5 cards	Military glasses (if needed)
Sewing kit	Dog tags/chain
Tupperware containers	Cammie paint (tube & compact)
Insect repellent	Alarm clock w/battery
Can opener, utensils	Field watch
Black gloves	Field/PT cammies (serviceable) <ul style="list-style-type: none"><li>- 2x desert</li><li>- 3x woodland</li></ul>
Dictionary	Map pens
Scrub brush	School supplies
Tick repellent (DEET)	Field note-taking gear
Appropriate sunglasses	

Most, if not all, of the above listed items are available at area MCXs and department stores. Students are encouraged to resist the urge to buy excessive amounts of "high-speed" gear, as the gear issued to students is sufficient and only issued gear will be allowed in most field evolutions.

**Computers:**

It is highly recommended that students bring a personal computer and printer to TBS as student handouts will be provided in digital format only. Internet access in the student barracks is available at the student's own expense. All combat orders at the WOBC are hand-written, but students will be expected to generate MS Word and Excel documents throughout the POI.

**Uniforms:**

Students are required to possess all officer uniforms prior to WOBC graduation. The minimum uniform requirements are identified in the current edition of MCBUL 10120. If uniform items have been purchased already, be sure to bring all uniforms, as staff platoon commanders will inspect them.

The uniform of the day is the utility uniform, although the service "B" and "C" uniforms are worn periodically. Females will have the option to wear either skirts or slacks with the service uniform.

Before purchasing any officer uniforms, seek the advice of a recent WOBC/TBS graduate concerning their experience with the services provided by the two authorized vendors in the Quantico area.

Students are strongly encouraged to purchase uniforms prior to reporting aboard. Uniforms purchased at other Marine Corps Exchanges can be tailored free of charge at the TBS Uniform Shop, provided the student has a letter attesting to this agreement. Be wary of used uniforms; they must pass inspection at TBS. This will not be a problem if the item is 100% serviceable and fits correctly.

If students desire to convert an enlisted uniform to officer specifications, they are advised to first have the uniform inspected at TBS to establish its serviceability. In the past, officers have brought a converted uniform to TBS only to have noticeable defects pointed out during an initial inspection. Many defects and blemishes render the uniform unserviceable and will result in unforeseen expenses. If students want to convert their Service Alpha blouse, it must be inspected for fading around chevrons/hash marks and must not have been damaged by sewing these items onto the uniform. Long and short sleeve khaki shirts must be inspected as well. Students are required to wear the Dress Blue "B" uniform to the mess night.

Students are required to possess a standard PT uniform. At TBS, this will consist of green shorts (silgies are not authorized), a green T-shirt, Marine Running Suit (top and bottom), a pair of running shoes, and a reflective running belt. These items are available at the Camp Barrett Exchange and exchanges throughout the base. Students will also need a pair of well-broken in combat boots for PT events. Male warrant officers will need a conservative civilian business suit, coat and tie. Female warrant officers will need a professional dress or pant suit.

#### **Uniform Vendor Points of Contact:**

TBS Uniform Shop	The Marine Shop
1-866-559-6227	300 Potomac Ave
703-432-6455	Quantico, VA 22134
	1-877-640-7195
	703-640-7195

Selectees with additional questions not answered in this document may also contact the WOBC XO via Email. POC for check-in questions is also the WOBC XO listed in the MARADMIN. Selectees are further encouraged to check the website periodically for updates concerning WOBC 1-16.

## **Planning Your Move**

For any questions relating to your move, you can utilize one of two professional PCS information and assistance services listed below.

[www.move.mil](http://www.move.mil)

The new Defense Personnel Property integrated information management system will bring improvements for customers as well as for the men and women that manage the household goods movement process. It's all about improving quality of life for service members.

### **Customers and their families will see improved services**

- Full replacement value protection
- Direct communications and claims settlement between customers and transportation services providers
- Simplified claims process
- 24/7 move counseling

### **Transportation Service Providers will see improvements and incentives**

- Faster automated payments to Transportation Service Providers
- Preferential award of business to qualify vendors.

### **DPS will provide benefits to Personal Property Shipping Officers/Offices**

- Flexibility of a central web-based application interface
- Shipment management online notification process
- Data Analysis
- Report and document generation

[www.militaryonesource.com](http://www.militaryonesource.com)

## **Finance and Budgeting**

- BAH
- Avoiding rental/moving scams
- Renting vs Buying when you PCS

## **Planning Your Move**

- Deciding where to live when you leave the military
- Helping your teenager cope with your move

## **Your Community**

- A Guide to Health Care Providers
- Deciding to live on or off installation when you're single.
- Living on a military installation for the first time as a military spouse

## Area Maps

Marine Corps Base Quantico, Mainside:





## Camp Barrett:

24164 Belleau Avenue, Quantico, VA, 22134.

### Directions to India Co Check-In (24 Jan 2016):

Upon arrival at Camp Barrett, proceed to the parade deck annotated below by "Check-In Parking". Walk, following the yellow line depicted below, to Heywood Hall. Your check-in will go in the Classroom 3. You are expected to check-in wearing either your Service A uniform - civilian equivalent (suit and tie). Also have a separate bag containing a full set woodland cammies.

